

Applications can be submitted to the Community Development Department Monday through Thursday between the hours of 7:30 am and 12:00 pm. Appointments may be available for application submittal after 12:00 pm on a case by case basis but must be scheduled at least one (1) business day in advance.

Things you will need to submit your application:

- A completed Master Application and Driver's Permit Application Supplement which must be signed by the employer. Remember, the Driver's signature must be witnessed by Community Development Department staff so wait until you arrive in our office to sign your portion.
- A check, money order, credit card (Visa, MasterCard or Discover Only), or cash to pay the application fee. Remember, a \$20.00 late fee will be assessed to your payment if your renewal is not applied for at least thirty (30) days prior to the expiration of your current permit.
- An "H6" (6 Year) D.M.V. printout dated no later than thirty (30) prior to the application date.
- Three (3) passport size photos for new drivers who require fingerprinting. If you are applying for a standard renewal, you will only be required to submit two (2) passport size photos.
- The City of Glendale no longer offers on site fingerprinting; if your application or renewal requires you to be fingerprinted, you will have to contact a separate facility and have them completed.
- Taxicab Drivers Only: Original negative test results for alcohol and controlled substances from a certified drug testing lab, issued no more than thirty (30) days prior to the application date.
- Non-Emergency Medical Transportation Drivers Only: A verified copy of both valid adult CPR and Emergency First-Aid certificates.